Instructions for completing the Notice of Completion of Diversion Works form

Please complete form using your information, this is for example purposes only

The "Notice of Completion of Diversion Works" form, DWR 1-203.11, is a required step in the process of developing a water right. By completing this form the applicant is saying that all the diversion works are in place, ready to divert and measure water, and ready to be inspected by the Division of Water Resources (DWR). In section 1, describe the action that necessitates this notice. K.S.A. 82a-714(b) requires that the notice of completion for an Approval of Application and Permit to Proceed be accompanied by a $400 Field Inspection Fee. None of the other actions require a fee.

All sections of this form need to be completed regardless of action. Upon receipt of the Notice of Completion of Diversion Works form, DWR will acknowledge it and return a copy to you. The signature in section 1 allows the applicant to certify that all the information provided on the form is correct. Sign and date the form before mailing it to: Kansas Department of Agriculture, Division of Water Resources, 109 SW 9th St., 2nd floor, Topeka, Kansas 66612-1283.

Section 2 - Location of the Point of Diversion

The location of the point of diversion should be described as actually installed. The description should include the Section, Township, and Range, the 10-acre tract description (¼ ¼ ¼) and the footage from the SE corner of the section.

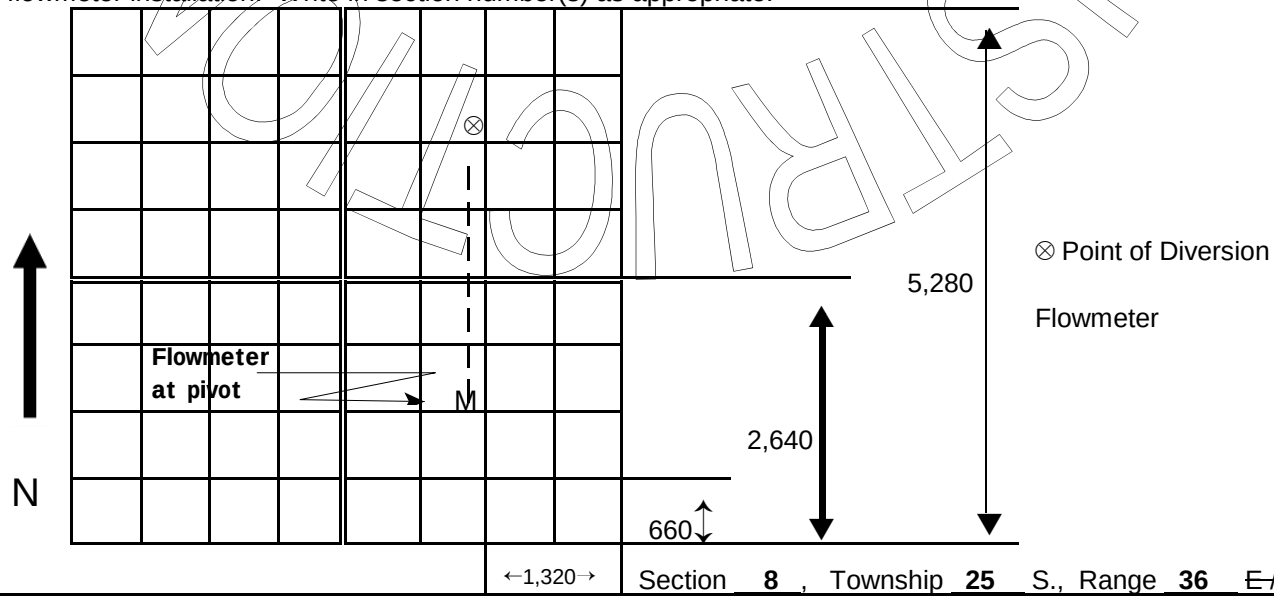
1. File No(s): **55,555**, _____, _____ [If assisted by DWR: P/D ID ____ By: _____]
2. The date the diversion works were completed: **April 2**, 20**02**. *(completed means able to divert water.)*
3. The diversion works are located in the **SE** **Quarter** of the **NW** **Quarter** of the **NE** **Quarter** of (also described as **4100** **feet North** and **1540** **feet West** of the southeast corner of ...), Section **8**, Township **25** South, Range **36** ~~East~~ / West, in **Kearny** County, Kansas.
   (Location of the groundwater or surface water pump or surface water gravity diversion where actually placed. Describe using the Section, Township, and Range, the 10-acre tract description (¼ ¼ ¼) and the distance, in feet, North and West from the southeast section corner. During DWR's inspection, field staff will use GPS equipment to find and verify locations.)

If this is a change in point of diversion (PD), how was the PD being replaced identified? **4100'N & 1560'W**
(Location of the point of diversion being changed in terms of Feet N & W of SE corner or ¼ ¼ ¼ of section ____)

4. ☑ Yes ☐ No Is a check valve installed? (Check valve is required when chemigating.)
   (K.A.R. 5-3-5(c) says a check valve is required if any foreign substance is to be introduced into the diverted water. Big Bend Groundwater Management District No. 5 requires a check valve for any regulated use of water in their district.)
5. ☑ Yes ☐ No If the source of supply is groundwater, is the water level measurement tube installed?
   (A water level measurement tube is required for any well with a capacity of 100 gallons per minute or more drilled after July 1, 1980.)
6. ☐ Yes ☐ No If the source of supply is a surface water reservoir, is a stage-measuring device installed?

Section 4 - Point of Diversion/Flowmeter Location Map

The plat below represents a one-mile square. Please indicate the location of the point of diversion and the location of the flowmeter installation. Write in section number(s) as appropriate.



Section 5 - Flowmeter information

7. Manufacturer of Flowmeter: **Water, Inc**. Date Flowmeter Installed: **04/02/02** (mo / day / year)

8. Model Number: **Magmeister II** (Obtain from seller or invoice)
(Typically, the model name or number of the flowmeter is only available from the provider of the flowmeter and will not be found on the flowmeter itself. The model name or number should also be written on the purchase invoice. This name/number is important because not every model from a manufacturer may be on DWR's certified flowmeter listing.)

9. Flowmeter Type: G Propeller G Turbine G SLV G Multi-jet G Positive Displacement
☑ Electromagnetic G Vortex G Ultrasonic G Paddlewheel Other: _____
(Check only one type of flowmeter. The provider of the flowmeter being reported should be able to identify the type of flowmeter for you.)

10. Flowmeter Serial Number: **A 200000343**
(Flowmeters that meet the Chief Engineer's specifications will have the serial number indicated on the sensor unit. The number may be found on the register face, register lid, an attached tag, or other appurtenance of the flowmeter. Typically, numbers cast into the body of the flowmeter are not model or serial numbers.)

11. Flowmeter Units: ☑ Gallons G Acre-Feet G Acre-Inches Other: _____
(The units for reporting water use in Kansas are acre-feet, acre-inches, or gallons. Flowmeters that report in units other than these are not acceptable.)

12. Flowmeter Size: G 2" G 4" ☑ 6" G 8" G 10" G 12" Other: _____
(Report the nominal size of the pipe the flowmeter is mounted in or will attach to. Mark only one box. The flowmeter may be capable of more than one size but mark the size on which it is being used.)

13. Multiplier Factor ☑ 1000 G 100 G 10 G 1 G 0.1 G 0.01 G 0.001 Other: _____
(Multiplier factor is normally indicated on flowmeter readout – possibly by printed zeros)
(A multiplier factor is used to reduce or extend the range of the totalizer dials/digits. A flowmeter measuring in gallons may have 3 zeros marked on the right of the totalizer dial indicating a multiplier factor of 1,000 so that each unit change of the right hand moving digit of the totalizer represents 1,000 gallons. Likewise, a flowmeter measuring in acre-feet may have written across the register face "Acre-feet x .001" and the multiplier factor would be 0.001.)

14. Flowmeter totalizer reading when installed: **000003000 gallons**

If the flowmeter is hidden, or not within 100 ft of the point of diversion being metered, please describe its location, draw a diagram above and explain details on diagram: G Flowmeter is at pivot

15. The flowmeter is located in the **Center** ~~Quarter of the~~ _____ ~~Quarter~~ of the **SE** Quarter
*[or describe from nearest section lines: **1320** feet (North or South) and **1320** feet (East or West)]*
in Section **8**, Township **25** S., Range **36** (East/West).

(Sometimes, the best place to locate a flowmeter is not at the point of diversion. If the flowmeter is not readily obvious when standing near the point of diversion or is more than 100 feet from the point of diversion, please indicate where and how it can be found.)

16. G Yes ☑ No Is flowmeter installed on a portable pump?
(When the flowmeter is installed as part of a portable pump, it may serve multiple points of diversion. A copy of the Notice of Completion of Diversion Works form should be submitted for each point of diversion permitted. The flowmeter information (section 5) may be the same on each form in this case.)

17. ☑ Yes G No Are straightening vanes installed? (Required for any approval dated after Sept. 22, 2000)
(Spiraling flow in the pipe is detrimental to the accuracy of the flowmeter. Any approval dated after September 22, 2000, must have straightening vanes installed upstream of the flowmeter.)

18. G Yes ☑ No Does flowmeter serve more than one point of diversion? (If yes, show on diagram above.)
(If the flowmeter is allowed on the permit to serve more than one point of diversion, then all the pertinent diversion points and the connecting pipe should be indicated on the plat in section 4. This will help the DWR field staff in verifying that the flowmeter does indeed measure the intended diversions.)

19. ☑ Yes G No Is this is a replacement flowmeter? If yes, identify the previous flowmeter:
Make: **Water, Inc.**, Model: **Magmeister I**, Serial No.: **A1989012345**

Totalizer reading at replacement time: **987654000 gallons** Date flowmeter removed: **09/30/01** (mo / day / year)